

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: DEPUTY TOWN CLERK
OFFICE OF THE TOWN CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately complex administrative, secretarial, and clerical work in support of effective and efficient Town operations. Work involves preparing the Agenda for the Town Council meetings; keeping the Town Code updated with any changes; performing in-house publishing of Code changes; performing support staff functions as necessary for the Town Council, the Town Clerk, and the Mayor's Office occasionally; processing appeals for the Town Attorney; serving as the Town Clerk as necessary; answering telephone inquiries and responding to citizen requests; notarizing documents for citizens on a walk-in basis; order and authorizing payment for office supplies; proof-reading and authorizing payment for legal advertisements; assisting the Town Clerk during Town Elections; performing annual billing to people and organizations on the list to receive Town of Vienna Code updates; researching all history and information as requested by other departments in Town Hall and all outside sources including those under the Freedom of Information Act; billing outside sources; maintaining a system of files of Town of Vienna contracts, agreements, bonds, subdivisions, deeds, easements, ordinances, code changes, economic interest statements, citizen issues, meeting minutes, agendas, and other history and information both in the Office and in an off-site storage facility; archiving and destroying records only according to State regulations; and training and supervising part-time help. Reports to the Town Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Answers telephones and citizen's questions; assists walk-ins with various questions; distributes absentee voting and voter registration applications.

Revises the Town Code after Council approves proposed amendments; photocopies the relevant sections; composes a letter of explanations; disperses letters to the Mayor and Council, other departments, other jurisdictions, the Boards and Commissions and updated Town Codes; mails list; updates Code books in the Town Hall; sends an updated electronic version to the Information Technology Department to update the Town of Vienna website.

Downloads Town Council Meeting agenda items; checks previous Council meeting agenda cover sheets to see if any Public Hearings have been scheduled for the meeting, if any ordinances have been advertised for adoption at the meeting, or if anything else has been scheduled for consideration by the Mayor and Council for the next meeting but not written; creates and types a "Council Agenda Communication"; arranges for a local clergy person to give an invocation at the beginning of the Meeting.

DEPUTY TOWN CLERK

Ensures that all required information is contained within the Departmental agenda items.

Re-formats the "Council Agenda Communication" forms received from other departments for each agenda item to ensure uniform in look; proofreads and corrects agenda items for spelling, grammatical, and mathematical errors; re-writes the proposed/suggested motions to include cost and specific time period details that the Mayor and Council usually want to have included; ensures that account numbers are included for funding; checks back-up material for verification of documents attached; obtains back-up material if necessary; checks syntax of write-ups; rewrites as necessary.

Organizes the Town Council Meeting agenda items; composes a detailed cover sheet for the Council Meeting agenda including abbreviated explanations of each item; forwards to the Town Clerk and Town Manager for approval; posts on the Town of Vienna website.

Photocopies the entire agenda including back-up material; disperses to Council, Mayor, department heads, Public Information Officer, reporters, library, etc.; makes copies of coversheets and disperses to department heads, Police Department, etc.

Posts the decisions of Council on the Town of Vienna website following the Council meetings; makes photocopies; disperses to department heads, etc. as required.

Provides assistance with research; photocopies research; creates billing; follows up on billing.

Processes all appeals for the Town of Vienna's prosecuting attorney by completing information, making files, making copies, dispersing, etc. as necessary.

Notarizes documents for walk-ins; maintains record of notary work.

Writes and approves check requests to pay for legal advertisements, Clerk association membership dues, publications, some office equipment, and office supplies.

Assembles the week's mail to the Mayor and Council to be delivered.

Makes and files new files such as contracts, agreements, Capital Improvement Projects, re-subdivisions, etc. approved by the Mayor and Council.

Performs the filing of various records and reports such as Board and Commission appointments and resignations, Ordinances, Resolutions, Proclamations, citizen issues and complaints, emails, memorandums, deeds, easements, code changes, economic interest statements, zoning waivers and requests for waivers, commercial property issues, letters from other local governments, applications for Boards and Commissions, legal ads, invoices paid, agendas, minutes, water and sewer rate changes, Freedom of Information requests, appeals, budgets, proposed budgets, etc.

Remains fluent in State of Virginia archival of records.

Moves older files as necessary; makes archive list; takes to storage facility; determines if any files may be destroyed according to State archival regulations.

Maintains and orders office supplies; orders name plates and address stamps for new Council members.

Trains and supervises summer interns or holiday interns.

DEPUTY TOWN CLERK

Receives and/or reviews various records and reports such as Ordinances that amend the Town Code, all items to be considered at Council meetings, decisions made by Council, appeals to the Town Prosecutor, and documents to be notarized.

Prepares and/or processes various records and reports such as cover sheet of Town Council agenda, check requests, invoices, archive lists, and lists of code change recipients.

Refers to Town Council minutes, bonds for subdivisions, Town Code, notary laws, policy and procedure manuals, computer manuals, laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as copier, fax machine, computer, etc.

Uses a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Microsoft Windows XP Professional, Microsoft Office Word 2003, Internet Explorer, Microsoft Outlook, etc.

Interacts and communicates with various groups and individuals such as the Town Clerk, Mayor and Council, Town Attorney, local politicians, developers, other employees, and the general public.

ADDITIONAL JOB FUNCTIONS

Sends faxes such as legal advertisements to the newspaper, etc.; maintains a notebook of legal advertisement faxes.

Performs the copying of documents for the Town Clerk.

Proofreads the legal advertisements for approval before printing.

Provides assistance in setting up the Council Chambers before meetings, adjusting heaters and air conditioners in the Council room, opening windows, turning on ceiling fans, etc.

Purchase supplies as needed for the Council.

Serves as Clerk to the Town Council Meetings in the absence of the Town Clerk.

Composes the minutes of the Town Council meetings in the absence of the Town Clerk.

Retrieves and disperses the mail from the lobby box.

Maintains updated mailing lists; invoices on the code change list annually.

Purchases supplies for the election officers for Town of Vienna elections.

Assists the Town Clerk in setting up for Town elections.

Ensures speaker system is working in the Council Chambers for Court.

Ensures copy machine is working by replacing staple cartridges, adding toner, etc.; serves as back-up contact for the service contract on the copy machine.

DEPUTY TOWN CLERK

Serves as a Notary.

Empties recycle bins in the office.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, establishing and maintaining filing systems, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a vocational school diploma with one to two years of responsible administrative or clerical experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, copiers, adding machines, etc. Must be able to exert up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and/or instructions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, codes and ordinances, etc. Requires the ability to prepare reports, correspondence, forms, minutes, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public including legal terminology.

DEPUTY TOWN CLERK

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Office of the Town Clerk as they pertain to the performance of duties of the Deputy Town Clerk. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the Town and of related departments and agencies. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Has considerable knowledge of state open meetings and public records laws. Has knowledge of work that involves creating coordinating, and maintaining a permanent record of Council activities including historical and current official records; researching, interpreting, and analyzing various reports and activities; and assuring that legally required Council operational processes and procedures are followed. Has excellent administrative, secretarial, organizational, clerical, and customer service skills. Has knowledge of modern office practices and equipment. Is able to use computers for data processing and records management. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is able to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has knowledge of and skill in the maintenance of efficient filing systems. Has knowledge of proper English usage, vocabulary, punctuation, and spelling. Has knowledge of basic mathematics. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports, and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to research program documents and narrative materials, and to compile reports from information gathered. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to exercise considerable tact and courtesy in frequent

DEPUTY TOWN CLERK

contact with public officials and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

DEPUTY TOWN CLERK

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.